

**CITY OF HARTFORD  
OFFICE OF THE MAYOR  
APPLICATION FOR A SPECIAL EVENTS  
SPECIAL PERMITS**



*Application Number:* \_\_\_\_\_

A special permit is required for any event held on City property, City buildings and/or Private Property that requires specific City or State permits or authorizations, as well as the use of City services and assets. The special permit is required to ensure the health, safety and welfare of event participants, residents and visitors, and to minimize the financial and legal risks to the Event Organizers (EO) and the City. Special events include parades, sporting events, concerts, theater productions, celebrations, outings, weddings ceremonies and fairs, among others.

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Prior to submitting the Special Event Application, the Events Organizer (EO) must contact the Special Events Coordinator (SEC) at the Office of the Mayor - (860) 757-9500 to setup a Meeting:

- EO can download an application at: [www.hartford.gov](http://www.hartford.gov) (**select-special events application**) or obtain it from the SEC at the Mayor's Office. The EO must setup a meeting with the SEC prior to submittal of the application to L&I.
- SEC & EO will meet and determine if the EO has any outstanding debts to the City (taxes, general billing, prior events, etc). If EO does not have any amounts due to the City, *the application will be accepted by SEC and submitted to L&I by the EO.*

***The City of Hartford has an Ordinance (Section 7-16 – City Services to Public Festivals) which declares that 50% of the cost for Special Event held in the City must be paid up front by the Events Organizer prior to permit approval for non-profit organizations. For-profit agencies must pay in full.***

Please check below and continue:

\_\_\_\_\_ - I will be responsible for paying the City of Hartford the up front 50% cost for the Special Event and will submit the payment prior to the approval of the permit.

***If the Events Coordinator is not able to provide the City of Hartford the up front 50% cost for the Special Events, permits will not be approved until payment is submitted.***

Date of Application: \_\_\_\_\_

**Application Submission**

*This application may be submitted via email, fax or by mail to and must be completely filled out prior to acceptance:*

Entrepreneur

**Mailing Address**

CITY OF HARTFORD  
OFFICE OF THE MAYOR  
550 MAIN STREET, SUITE 200  
HARTFORD, CONNECTICUT 06103-2913  
(860)-757-9500 –PHONE NUBMER  
(860) 722-6374 FAX NUMBER  
**ATTENTION:** SPECIAL EVENTS COORDINATOR, KEJUAN DILLARD

**Application Approval**

\_\_\_\_\_-APPROVED BY THE SPECIAL EVENTS COORDINATOR

X \_\_\_\_\_

**(L&I, PLEASE PROCESS SPECIAL EVENTS APPLICATION)**

Please complete and submit **ALL** the sections of this application that pertain to your event.

Applications filed less than sixty (60) days in advance will be subject to a late fee of \$50. The late fee must accompany the application (Checks must be made payable to the City of Hartford)

**Riverfront Plaza, Riverside Park or Charter Oak Landing**

If the use of the Riverfront Plaza, Riverside Park or Charter Oak Landing is desired, please also contact Riverfront Recapture at (860) 713-3131, prior signoff is required.

**Elizabeth Park**

For wedding ceremonies in Elizabeth Park this special permit is not needed. Instead, please contact the Department of Public Works/Parks Division at (860) 757-4943 for requirements.

**For Questions**

Contact Kejuan Dillard, Special Events Coordinator at (860) 757-9526. Applications must be either printed or typed and **COMPLETED IN FULL**.

Incomplete applications will be returned. Applications for a Special Permit shall be filled not less than thirty (30) days or more than one (1) year before the date of the event.

## **Application Sections**

This application for a Special Permit is structured in seven (7) sections that request specific information about your organization, group and planned event. The sections are designed to gather as much pertinent information as possible so that you the event organizer will have a better understanding of your event. In addition this will make it possible for the City departments to help provide you the necessary approvals and support to conduct a successful event. Not all sections are applicable to every event. Please complete all sections that apply to your event and cross out the section that does not pertain to your event.

**Section A      Permit and Applicant Information**

- Type of permit requested
- Event description
- Special considerations
- Hold harmless agreement

**Section B      Park Events**

- Park requested
- Type of event
- Specific details
- Insurance requirements

**Section C      Parades & Street Closures**

- Parade/Street Closures
- Participants
- Staging, assembly and parade speeds

**Section D      Concerts**

- Type of concert or performance
- Specific Details

**Section E      Equipment & Facility Requests**

- Bushnell Park Pavilion
- Equipment and rates
- Clean rates

**Section F      Fee Waiver Requests**

- Fee waiver requests

### **Cost**

Costs for the use of City property and buildings, as well as for City services and equipment are full responsibility of the event sponsor and are payable prior to the event.

## Section A: Permit and Applicant Information

(To be completed by all applicants)

### **Type of Permit Requested** (More than one may apply)

Park Permit (Complete section B)

Check off:

☐ Run/walk ☐ Parade ☐ Procession ☐ Block Party ☐ Other: \_\_\_\_\_  
(\*Complete section D also)

Check off:

Parade & Street Closure Permit (Complete section C)

☐ Run/walk ☐ Parade ☐ Procession ☐ Block Party ☐ Other: \_\_\_\_\_

### **ORGANIZATION & CONTACT INFORMATION:**

(Individuals responsible for event and payments)

(All contact sections ***MUST*** be completed prior to accepting SE application.)

(Three (3) different contact information are required)

### **ORGANIZATION INFORMATION: (Not Primary or Secondary contacts, Agencies Contact ONLY)**

Name of Organization \_\_\_\_\_

Address of Organization \_\_\_\_\_

Tel # of Organization \_\_\_\_\_

Fax # of Organization \_\_\_\_\_

Is the benefiting organization a for-profit or not for-profit organization?

☐ For-Profit ☐ Not For-Profit

### **PRIMARY CONTACT: (---MUST be DIFFERENT then Secondary Contact below---)**

(Information of the person applying for the permit)

Primary Contact Name \_\_\_\_\_

Primary Contact Address \_\_\_\_\_

Primary Contact Home # \_\_\_\_\_

Primary Contact Cell #. \_\_\_\_\_

Primary Email \_\_\_\_\_

Primary Fax # \_\_\_\_\_

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Primary Contact On-Site Day of Event:

Name \_\_\_\_\_ Cell # \_\_\_\_\_

(If different then above)

**SECONDARY CONTACT: (---MUST be DIFFERENT then Primary Contact above---)**

Secondary Contact Name \_\_\_\_\_

Secondary Contact Address \_\_\_\_\_

Secondary Contact Home # \_\_\_\_\_

Secondary Contact Cell # \_\_\_\_\_

Secondary Email \_\_\_\_\_

Secondary Fax # \_\_\_\_\_

**BOARD OF DIRECTOR OR COMMITTEE MEMBER CONTACT:**  
**(---MUST be DIFFERENT then Primary and Secondary Contacts above---)**

B.O.D. or C.M. Contact Name \_\_\_\_\_

Title: \_\_\_\_\_

Contact Address \_\_\_\_\_

Contact Home # \_\_\_\_\_

Contact Cell # \_\_\_\_\_

Email \_\_\_\_\_

Fax # \_\_\_\_\_

Is the benefiting organization a for-profit or not-for-profit organization?

**For-profit** \_\_\_\_\_ **Not-for-profit** \_\_\_\_\_

Name of person\organization applying for the permit if different than file organization sponsor.

Relationship to Sponsor: \_\_\_\_\_

**Event Description**

Estimated attendance: \_\_\_\_\_

Please provide a realistic estimate so we may accurately gauge the number of police and other city services that will be required.

Title of event: \_\_\_\_\_

Location(s) of event: \_\_\_\_\_

Address of Event: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_

Actual hours of event: \_\_\_\_\_ A.M. - \_\_\_\_\_ P.M.

Setup times: \_\_\_\_\_ A.M. - \_\_\_\_\_ P.M.

Take down times: \_\_\_\_\_ A.M. - \_\_\_\_\_ P.M.

Will you be charging fees or selling tickets? Yes \_\_\_\_\_ No \_\_\_\_\_

Is the event being held on private property? Yes \_\_\_\_\_ No \_\_\_\_\_

-----Rain dates for events will be determined by the City of Hartford-----

Has this event been held before? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please provide details including previous name, date, and if there are significant change for this year's event

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

### **Special Considerations**

#### **Parking**

a. What arrangements have been made for participant parking? \_\_\_\_\_

\_\_\_\_\_

b. What arrangements have been made for volunteer staff parking? \_\_\_\_\_

\_\_\_\_\_

c. Is handicapped parking needed? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, provide details \_\_\_\_\_

\_\_\_\_\_

d Will parking meters need to be "bagged" (covered) to prohibit parking?

Yes \_\_\_\_\_ No \_\_\_\_\_

### **Fireworks, Pyrotechnics, Amusement Rides and Animals**

Will there be fireworks, pyrotechnic special effects and/or amusement rides and/or animals planned as parts of the Event? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, the City's Special Events Coordinator will provide additional requirements.

### **Food, Beverage, and Alcohol Requirements**

**Food service vendors** must contact The City of Hartford Health and Human Services department at: (860) 543-8816 for a Temporary Food License Permit *APPLICATION*. The application must be submitted at least fifteen (15) business days before the event. Applicant must apply in person. The fee is \$75 (\$25 for Non-profit organizations) per vending station payable cash or check only to the City of Hartford.

There shall be no home cooking or home preparation of food offered at temporary food service events. All foods must be obtained from a licensed and permitted retail or wholesale food distributor.

**Definitions:**

- **"Participant"** is the food vendor and its employees/staff.
- **"Audience"** is the public who will take part in the event.
- **"Temporary Food Service"** is any food service establishment that operates at a fixed location for a temporary period of time, in connection with a fair, carnival, circus, public exhibition, or similar transitory gathering

**Are your temporary food event participants any of the following, check all that apply:**

- 1.) \_\_\_\_\_ - Professional event caterer \_\_\_\_\_
- 2.) \_\_\_\_\_ - Restaurant or licensed food service facility \_\_\_\_\_
- 3.) \_\_\_\_\_ - Current permitted mobile food vendor \_\_\_\_\_
- 4.) \_\_\_\_\_ - Social or civic organization/group \_\_\_\_\_
- 5.) \_\_\_\_\_ - Volunteer \_\_\_\_\_
- 6.) \_\_\_\_\_ - Other \_\_\_\_\_

**Food to be served:**

Hot food	Yes _____	No _____
Cold food	Yes _____	No _____
Hot beverage	Yes _____	No _____
Cold beverage	Yes _____	No _____
Pre-packaged food	Yes _____	No _____
Food processed on-site	Yes _____	No _____

**Alcohol**

Will any alcohol beverages be sold or dispensed for free? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, additional permit and insurance are required. Temporary event permits will be required. Failure to do so will result in exclusion of selling and/or serving alcohol beverages.

**Sanitation**

**Portable Sanitary Facilities:** Sanitary facilities are required for all events in the park with 50 or more persons. ADA facilities are required at all events. (Guidelines: 500 participants = 2 regular and 1 ADA portable sanitary facility.)

List the company providing sanitation service.

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**Hand Washing Stations**

Hand washing stations or antibacterial soap is required for the public. Each vendor site must have a hand wash stations with running water for food service participants.

List the company providing sanitation services.

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**Drinking Water**

Drinking water must be made available to all participants at no cost. What arrangements have been made for drinking water?

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**Alcohol**

Will any alcohol beverages be sold or dispensed for free? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, the City's Special Events Coordinator will explain an), additional permit and insurance requirements. Temporary event permits will be required. Failure to do so will result in exclusion of selling and/or serving alcohol beverages.

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**Structures**

Will any structures, such as booths, tents, stages or bleachers, need to be built or erected for use during the event? Yes \_\_\_\_\_ No \_\_\_\_\_

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If yes, provide details:

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### **Police, Safety and Security Considerations**

A. Will money be exchanged? Yes \_\_\_\_\_ No \_\_\_\_\_

B. Will you be making bank deposits? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, will you need a police escort? Yes \_\_\_\_\_ No \_\_\_\_\_

C. Will you need police overnight security before, during or after the event? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide details including hours needed \_\_\_\_\_

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D. Do you have special police needs? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide details \_\_\_\_\_

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E. What arrangements are you making for emergency medical and ambulance services?

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F. Do you have any special events or effects planned (e.g., canon firings, confetti canons, flyovers, etc.)? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please provide details.

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**The City of Hartford does not discriminate on the basis of disability in the provision of any programs, activities or services.**

## Section B: Park Events

(To be completed and attached for park events only)

### 1. Park Requested

Indicate the name of the park and exact location in the park for the requested permit:

<input type="checkbox"/> Bushnell <input type="checkbox"/> Goodwin <input type="checkbox"/> Riverside Park*	<input type="checkbox"/> Charter Oak Landing <input type="checkbox"/> Kenny <input type="checkbox"/> Colt	<input type="checkbox"/> Pope <input type="checkbox"/> Elizabeth <input type="checkbox"/> Riverside Plaza*	<input type="checkbox"/> Other _____ _____ _____
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\*Requires prior Riverfront Recapture signoff.

### 2. Type of Event

Indicate type of activity such as a concert (Complete Section D also), festival, fair walk-a-thon, etc.  
Describe in as much detail as possible.

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### 3. Amusement Rides and Animals

a. Will there be amusement rides? Yes \_\_\_\_\_ No \_\_\_\_\_

b. Will there be animals involved or a petting zoo? Yes \_\_\_\_\_ No \_\_\_\_\_

Current rabies certificates are required.

### 4. Vendors merchandise

Will vendors be selling merchandise? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide details/

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### 5. Tents

Will your event require tents? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, how many? \_\_\_\_\_ Size \_\_\_\_\_ Size \_\_\_\_\_ Size \_\_\_\_\_ Size \_\_\_\_\_

### 6. Clean Up Requirements

The applicant is responsible for clean up. If clean up is to be provided by a contractor or organization, please indicate its name, address, and telephone number.

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### 7. Surety Bond and/or Deposit

A minimum \$2,500 Surety Bond or Certified Check, payable to the City of Hartford will be required at least two (2) weeks in advance to offset turf/lawn damaged; misuse of park equipment, or litter/garbage pick-up for all park events. This requirement is primarily for large park events such as concerts, festivals, carnivals, marathons, etc., and may be waived totally or partially for small groups or organizations with limited resources, on a case-by-case basis depending on the nature and scope of the event.

Waiver of the Surety Bond or Certified Check does not in any way waive the rights of the City of Hartford against the sponsor nor does it relieve the sponsor of its responsibility or its liability for turf/lawn damage, misuse of park equipment or litter/garbage pick-up.

The Dept of Public Works/Parks Division, reserves the right to increase the dollar amount of the Surety Bond/Certified Check requirement for all park events.

**NOTE:** The surety bond or certified check may be held up to (30) days to assess park and irrigation system damage.

## Section C: Parades & Street Closures

(To be completed and attached for parades and street closures only)

### 1. Parade/Procession Route or Street Closures

Starting point: \_\_\_\_\_ Termination point: \_\_\_\_\_

Provide details (map is preferable) of the travel route: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Significant changes to approved routes will result in additional charges.

Will you be using the sidewalk? Yes \_\_\_\_\_ No \_\_\_\_\_

Will you be using the street? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, which lanes? \_\_\_\_\_ All lanes \_\_\_\_\_ Left Lanes \_\_\_\_\_ Right Lanes

### 2. Participants

Approximate number of persons, vehicles and animals to be in the parade/street closing:

Include the type of animals and a description of the vehicles, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 3. Staging, Assembly, and Parade Speed

#### a. Location

Location of assembly area: \_\_\_\_\_

Location of disassembly area: \_\_\_\_\_

Will there be a reviewing stand? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, where will it be? \_\_\_\_\_

Limit is one viewing stand per parade.

#### b. Time:

Time units of the parade will begin to assemble in the assembly area: \_\_\_\_\_

Time the assembly area will no longer be needed: \_\_\_\_\_

#### c. Speed

Minimum speed: \_\_\_\_\_ maximum speed: \_\_\_\_\_

Maximum interval to be maintained between units: \_\_\_\_\_

Maximum length of the parade in miles: \_\_\_\_\_

## Section D: Concerts and Performances

(To be completed and attached for concerts only)

### 1. Type of Concert or Performance and Schedule

a. Describe the type of concert or performance (classical, country, folk, jazz, rock, etc.)

b. Indicate the full name and business address of the performing group(s) or its management company: (Use an additional page if necessary)

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c. Provide the performance schedule including the following:

When will the performance begin? \_\_\_\_\_

When will it end? \_\_\_\_\_

When will the performers arrive? \_\_\_\_\_

When will the performers depart? \_\_\_\_\_

### 2. Admission Fees, Attendance and Expected Age Group

a. Will an admission fee be charged? Yes \_\_\_\_\_ No \_\_\_\_\_

b. How many people do you expect to attend the concert? \_\_\_\_\_

c. What is the expected age group? \_\_\_\_\_

### 3. Performing Group's Past Performance History

a. Person(s) who maybe contacted to give information regarding previous group performances:

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b. Where and when did the performing group(s) last hold a concert? \_\_\_\_\_

c. Approximately how many persons attended? \_\_\_\_\_

d. Was an admission fee charged? Yes \_\_\_\_\_ No \_\_\_\_\_

e. What type of security was required at the last performance? \_\_\_\_\_

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### 4. Performer Requirements

a. When and where will the performers arrive? \_\_\_\_\_

b. How will security personnel be able to identify the performers? \_\_\_\_\_

c. Will they need an escort? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, provide details \_\_\_\_\_

d. Where will performers park? \_\_\_\_\_

### 5. Special Considerations

a. Please describe any event details that may require special consideration in considering your application

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## Section E: Equipment & Facility Requests and Costs

(To be completed and attached if City equipment is needed)

City equipment that may be requested, if available, is listed below. Costs are listed for each item. There may be additional costs for staff expenses, if staff is required to work overtime to set up equipment or provide services during file event.

1. Bushnell Park Pavilion - Yes \_\_\_\_\_ No \_\_\_\_\_

(\$160 + \$90 hour)

2. 55 Gallon Trash Barrels - Yes \_\_\_\_\_ No \_\_\_\_\_ How many? \_\_\_\_\_

(\$450 for up to 25 Barrels) (Includes delivery, pickup, dumping and tipping fees)

3. Fencing Installation Only - Yes \_\_\_\_\_ No \_\_\_\_\_

Snow Fencing Installation (Labor Only)

(\$25/11 hour)

4. Clean Up - Yes \_\_\_\_\_ No \_\_\_\_\_

(\$150/hour) (3 hour minimum = \$450)

5. Dumpsters - Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, what size? \_\_\_\_\_

(Includes delivery, pickup, dumping and tipping fees)

4 Ton \_\_\_\_\_ 1 Ton \_\_\_\_\_

(\$100/day + tipping fee) (\$200/day) + tipping fee

6. Street Closing Fee (Required for all street closing events) - Yes \_\_\_\_\_ No \_\_\_\_\_

(\$0.03/per square foot)

7. Street Sweeper (Required for all Parades) - Yes \_\_\_\_\_ No \_\_\_\_\_

\$200/hour (3 hour minimum = \$600)

8. Barricades (May be required by City staff) - Yes \_\_\_\_\_ No \_\_\_\_\_

(3 hour minimum = \$475)

9. Mad Vac/Blower (May be required by City staff) - Yes \_\_\_\_\_ No \_\_\_\_\_

(\$150 minimum charge (varies by job)

10. Parking Meters Covered (May be required by City staff) - Yes \_\_\_\_\_ No \_\_\_\_\_

(\$136 - 3 hour minimum)

## Section F: Fee Waivers & Payment

Certain events are eligible for a fee waiver of up to 50%. The City of Hartford Court of Common Council may grant fee waivers with a recommendation from the Public Works, Parks and Environment Committee.

Consideration for a fee waiver is based on the cost for city services to support the event, the organization sponsoring the event, and the goals of the sponsor. The Committee or the full Council may request additional information in order to determine the appropriateness of a fee waiver.

Event sponsors requesting a fee waiver must provide an event budget listing all income and expense items. Income should include any amounts received from vendors participating in the event, as well as any funds received from affiliated sponsors subsidizing the event. If the event is a fund-raiser for a charity not-for-profit organization the summary should include estimated net proceeds to the beneficial.

**Fundraisers for another organization may not be eligible for a fee waiver.**

Within sixty (60) days after the event, sponsors who received a fee waiver maybe requested to submit an accounting of the event's income and expenses to the City's Events Coordinator. If net proceeds are greater than budgeted, the Council may reduce the fee waiver amount for the next year.

Also within sixty (60) days after the event, sponsors representing that the funds, or a portion thereof, generated from the event will be used to benefit a charitable or not-for-profit organization, the sponsor may be requested to provide documentation that this representation has been fulfilled.

***The City of Hartford has an Ordinance (Section 7-16 – City Services to Public Festivals) which declares that 50% of the cost for any Special Event held in the City must be paid up front by the Events Coordinator prior to any permit approval for non-profit organizations.***

***For-profit agencies must pay in full.***

***If the Events Coordinator is not able to provide the City of Hartford the up front 50% cost for the Special Events, permits will not be approved until payment is submitted.***

**Questions on Fee Waivers should be directed to:**

**Court of Common Council**

City Hall

550 Main Street, Room 208

Hartford, CT. 06103

(860) 757-9560.

Are you or will you be requesting a fee waiver? Yes \_\_\_\_\_ No \_\_\_\_\_

## **Payments**

Events sponsors shall pay for all city services in advance except for those sponsors who:

1. Furnish proof that that they are a nonprofit organization;
2. Charge no admission to the event being sponsored.

Sponsors who satisfy the above requirements may request to pay fifty (50) percent of the cost to the city in advance.

**In the event that the fifty 50% is not paid to the City prior to the event, the special permit will not be approved.**

Are you a non-profit organization applying for the fifty 50% in advance payment Schedule? Yes \_\_\_\_\_ No \_\_\_\_\_

## Understanding and Signatures

### Adherence to Event Schedule

The Event Sponsor is responsible for adhering to the approved event schedule, including the set-up and breakdown schedule. The Event Sponsor may incur substantial, additional costs if the event schedule is changed or not followed. The Event Sponsor is responsible for all payments for this event.

### Hold Harmless Agreement

This Hold Harmless Agreement must be completed and signed by the applicant seeking to utilize City Streets, Parks, Equipment and/or Services.

Applicants hereby agrees at all times, to defend, and indemnify, protect and save harmless the City of Hartford and its officers agents, and employees from and against any and all liabilities, actions, claims, damages, losses, judgments, cost and expenses (including but not limited to attorneys' fees) arising out of injuries to any person, party entity or property, that may arise as a result of any occurrence, negligence or otherwise during the Applicant's use.

We are the authorized legal agents to represent and sign for the group or organization sponsoring the event. We affirm to the truth in the statements in this application and will be responsible for the event and any payment due. We will also be responsible to make sure that the primary, secondary, Board Director's and/or Committee Member's names are on this application as well as submitting the Board of Director's and/or Committee Member's list as additional contact individuals to be responsible for this event and any payments due to the City of Hartford.

### Check Off:

\_\_\_\_\_ - Board of Director's List is Attached

\_\_\_\_\_ - Committee Member's List is Attached

## Signatures

Print Name – Primary Contact: \_\_\_\_\_  
Signature of Primary Contact: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant's Relationship to Sponsor \_\_\_\_\_

Print Name – Secondary Contact: \_\_\_\_\_  
Signature of Secondary Contact: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant's Relationship to Sponsor \_\_\_\_\_